

The Carr Center for Human Rights Policy

Student Funding Request

GUIDELINES

The Carr Center for Human Rights Policy is able to provide financial assistance to a limited number of students organizing and implementing human rights events. *Carefully* read through *all* of the guidelines and application details. Failure to (1) submit the application one month in advance of the event, (2) provide appropriate details, or (3) submit a professional proposal, will disqualify your application from being considered. Please be prepared to provide the Carr Center with additional information about your event proposal.

DEADLINES

- The Carr Center accepts funding requests throughout the academic year.
- Please submit your requests at least **one month prior** to the proposed date of your event.

ELIGIBILITY

- Only events with a clear human rights focus are eligible to receive funding.
- Only student organizations recognized by the Kennedy School of Government (KSG) are eligible to apply for funding. If no formal student organization exists, an individual or group of KSG students may apply for funding. Events organized by non-KSG students *may* be eligible for funding if the event is intended for a KSG audience.
- Please note that the Carr Center will not fund events discussing topics that have been addressed at recent Carr Center or KSG events.
- The Carr Center requires applicants to approach additional sources to request funding and sponsorship. The Carr Center will rarely serve as the sole source of funding for a student event.
- Overtly political, inflammatory, or partisan events will not be eligible for funding or sponsorship.

EXPECTATIONS

- Events receiving funding and/or sponsorship from the Carr Center must be organized completely by the student organization or group of students.
- The Carr Center will distribute announcements via email, but cannot provide logistical support for student-run events.
- Drafts of all publicity flyers, invitations, and emails must be submitted to the Events Coordinator in a timely manner for approval.
- Requests for reimbursement for expenses must be submitted to the Events Coordinator *within one month* at the initiative of the student organizers. Failure to submit requests before the deadline is not the responsibility of the Carr Center and may prevent the student or guest from being reimbursed.
- In addition to the application, organizations or groups receiving funding are required to submit a written report to the Carr Center *within one week* of the sponsored event. The report (no longer than two pages) should summarize the event, list the costs incurred, give the number of attendees, and explain what went well, and suggest improvements for future events.

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APPLICATION

Please provide the below information in a separate document

REVIEW GUIDELINES ON REVERSE BEFORE COMPLETING THE APPLICATION

I. APPLICANT INFORMATION:

- a. Name of KSG Organization (or names of all students in group) and other student organizations requesting funding
- b. Name, email address, and phone number of primary contact for the event

II. EVENT DETAILS:

- a. *Description* (250 words maximum):
 - i. Describe how the event's topic relates to human rights and the Carr Center's mission
 - ii. Describe the purpose of the event and the target audience
- b. *Logistics*:
 - i. Provide the title, date, and time of the event (please indicate if space has been reserved)
 - ii. List the proposed speakers – indicate who has been invited, date the invite was issued, and who is confirmed and not confirmed
 - iii. Describe the proposed event layout (e.g. panel, conference, seminar, etc.)
 - iv. Provide a detailed timeline explaining, for example, when speakers will be invited, when publicity will begin, when food will be ordered, deadline for RSVPs, etc.
- c. *Funding*:
 - i. Indicate amount requested from the Carr Center (not to exceed \$500)
 - ii. Describe expenses the Carr Center funds will be used to cover
 - iii. Provide a detailed budget for total event costs
 - iv. List other funding sources (indicating amounts requested, which are pending, and which are confirmed)
- d. *Organization Information*:
 - i. 100 word description of the organization (if no organization exists, explain the motivation for holding the event)
 - ii. Calendar of other events hosted or planned for the academic year (if applicable)

**PLEASE SUBMIT ALL MATERIALS
AT LEAST ONE MONTH PRIOR TO EVENT DATE TO:**

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